Adopted Rules and Procedures for 2012 Scattered Site Housing Program

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Language Access Policy and Plan

Randolph County Scattered Site Housing Program

The purpose of this Policy and Plan is to ensure compliance with Title VI of the Civil Rights Act of 1964, and other applicable federal and state laws implementing regulations with respect to persons with limited English proficiency (LEP). Title VI of the Civil Rights Act of 1964 prohibits discrimination based on the ground of race, color or national origin by any entity receiving federal financial assistance. Administrative methods or procedures, which have the effect of subjecting individuals to discrimination or defeating the objectives of these regulations, are prohibited.

In order to avoid discrimination on the grounds of national origin, all programs or activities administered by **Randolph County** regarding funds received pursuant to the Scattered Site Housing Program must take adequate steps to ensure that its policies and procedures do not deny or have the effect of denying LEP individuals with equal access to benefits and services for which such persons qualify. This Policy defines the responsibilities of the grant administrator to ensure LEP individuals can communicate effectively.

This policy and plan is effective June 4, 2012.

I. Scope of Policy

These requirements will apply to the **Randolph County Scattered Site Housing Program (herein referred to as "the Program")** including subcontractors, vendors, and sub recipients.

The Program will ensure that LEP individuals are provided meaningful access to benefits and services provided through contractors or service providers receiving subgrants from the Program.

II. Definitions

A. Limited English Proficient (LEP) individual – Any prospective, potential, or actual recipient of benefits or services from the Program who cannot speak, read, write or understand the English language at a level that permits them to interact effectively with the Program.

B. Vital Documents – These forms include, but are not limited to, applications, consent forms, all compliance plans, bid documents, fair housing information, citizen participation plans, letters containing important information regarding participation in a program; notices pertaining to the reduction, denial, or termination of services or benefits, the right to appeal such actions, or that require a response from beneficiary notices advising LEP persons of the availability of free language assistance, and other outreach materials.

C. Title VI Compliance Officer: The person or persons responsible for compliance with this policy.

D. Substantial number of LEP: 5% or 1,000 people, whichever is smaller, are potential applicants or recipients of the Program and speak a primary language other than English and have limited English proficiency.

E. DCA: The North Carolina Department of Commerce's Division of Community Assistance.

III. Providing Notice to LEP Individuals

A. The Program will take appropriate steps to inform all applicants, recipients, community organizations, and other interested persons, including those whose primary language is other than English, of the provisions of this policy. Such notification will identify the name, office telephone number, and office address of the Title VI Compliance Officer.

List the current name, office telephone number and office address of the Title VI Compliance Officer:

Brian Heilig
Randolph County Central Permitting Building
204 East Academy Street, Asheboro, NC 27203
Telephone No: 336-318-6363

(Note: The Program must notify the DCA compliance office immediately of changes in name or contact information for the Title VI Compliance Officer.)

B. The Program will post and maintain signs in regularly encountered languages other than English in waiting rooms, reception areas and other initial points of contact. These signs will inform applicants and beneficiaries of their right to free language assistance services and invite them to identify themselves as persons needing such services.

Identify areas within the Program where these signs will be posted:

Randolph County Central Permitting

C. The Program will include statements of the right to free language assistance in Spanish and other significant languages in all outreach material that is routinely disseminated to the public (including electronic text).

D. The Program will also disseminate information in the following manner: Information will be disseminated to the media for publication and citizens through the Title VI Compliance Officer.

IV. Provision of Services to LEP Applicants/Recipients

A. Assessing Linguistic Needs of Potential Applicants and Recipients

1. The Program will assess the language needs of the population to be served, by identifying:

   a. the language needs of each LEP applicant/recipient,

   b. the points of contact where language assistance is needed, and

   c. the resources needed to provide effective language assistance, including location, availability and arrangements necessary for timely use.

2. Determining the Language Needs of the Population to be Served

   The Program is responsible for assessing the needs of the population to be served. Such assessment will include, but not be limited to the following:

   a. The non-English languages that are likely to be encountered in its program will be identified.

   b. An estimate of the number of people in the community for whom English is not the primary language used for communication will be completed and updated annually by the Title VI Compliance Officer. To identify the languages and number of LEP individuals local entities should review:

      i. census data

      ii. school system data

      iii. reports from federal, state, and local governments

      iv. community agencies' information, and

      v. data from client files

c. The points of contact in the program or activity where language assistance is likely to be needed will be identified.

3. Determining the Language Needs of Each Applicant/Recipient

The Program will determine the language needs of each applicant/recipient. Such assessment will include, but not be limited to the following:

a. At the first point of contact, each applicant/recipient will be assessed to determine the individual's primary language.

b. If necessary, the Program will use a telephone interpreting service to identify the client's primary language.

c. Staff will not solely rely on their own assessment of the applicant or recipient's English proficiency in determining the need for an interpreter. If an individual requests an interpreter, an interpreter will be provided free of charge. A declaration of the client will be sufficient to establish the client's primary language.

d. If any applicant/recipient is assessed as LEP, he will be informed of interpreter availability and his right to have a language interpreter at no cost to him with a notice in writing in the languages identified in Section C. Provisions of Written Translations.

B. Provision of Bilingual/Interpretive Services

1. The Program will ensure that effective bilingual/interpretive services are provided to serve the needs of the non-English speaking population. The provision of bilingual/interpretive services will be prompt without undue delays.

2. The Program will provide language assistance at all levels of interaction with LEP individuals, including telephone interactions.

3. Interpreter Standards

a. Those providing bilingual/interpretive services will meet the linguistic and cultural competency standards set forth below:

i. Can fluently and effectively communicate in both English and the primary language of the LEP individual,

ii. Can accurately and impartially interpret to and from such language and English,

iii. Has a basic knowledge of specialized terms and concepts used frequently in the provision of the Program's services,

iv. Demonstrates cultural competency,

v. Understands the obligation to maintain confidentiality, and

vi. Understands the roles of interpreters and the ethics associated with being an interpreter

b. When staff members have reason to believe that an interpreter is not qualified or properly trained to serve as an interpreter, the staff member will request another interpreter.

4. Using Family Members or Friends as Interpreters

a. Applicants/recipients may provide their own interpreter; however the Program will not require them to do so.

b. The Program will first inform an LEP person, in the primary language of the LEP person, of the right to free interpreter services and the potential problems for ineffective communication. If the LEP person declines such services and requests the use of a family member or friend, the Program may utilize the family member or friend to interpret only if the use of such person would not compromise the effectiveness or services or violate the LEP person's confidentiality. The Program will monitor these interactions and again offer interpreter services if it appears there are problems with this arrangement.

c. The Program will indicate in the LEP individual's file that an offer of interpreter services was made and rejected, that the individual was informed of potential problems associated with using friends or family members, and the name of the person serving as an interpreter at the LEP individual's request.

d. Only under extenuating circumstances shall the Program allow a minor (under the age of 18 years) to temporarily act as an interpreter. The Program will keep a written record of when it has used a minor as an interpreter, and this information will be shared with the DCA upon request.

5. The Program will ***not*** require the applicant/recipient to pay for bilingual/interpretive services.

C. Provision of Written Translations

1. The Program must provide written materials in languages other than English where a substantial number or percentage of the population eligible to be served or likely to be directly affected by the program needs services or information in a language other than English to communicate effectively.

2. Translation of Vital Documents

   a. The Program will ensure that vital documents for locally designed programs are translated into Spanish.

   b. When DCA forms and other written material contain spaces in which the local entity is to insert information, this inserted information will also be in the individual's primary language. When such forms are completed by applicants/recipients in their primary language, the information must be accepted.

   c. If, as a result of the local language assessment, it appears there are a substantial number of potential applicants or recipients of the Program (defined as 5% or 1,000 people whichever is less) who are LEP and speak a language other than Spanish, the Program will translate and provide vital documents in the appropriate language.

   d. The Program will keep a record of all vital documents translated, and will submit this information to DCA at their request.

3. If the primary language of an LEP applicant or recipient is a language other than Spanish AND the language does not meet the threshold for translation as defined in the preceding paragraph, the LEP individual will be informed in their own language of the right to oral translation of written notices. The notification will include, in the primary language of the applicant/recipient, the following language: IMPORTANT: IF YOU NEED HELP IN READING THIS, ASK THE PROGRAM FOR AN INTERPRETER TO HELP. AN INTERPRETER IS AVAILABLE FREE OF CHARGE.

D. Documentation of Applicant/Recipient Case Records

1. The Title VI Compliance Officer will maintain case record documentation in sufficient detail to permit a reviewer to determine the Program's compliance with this policy.

2. The Program will ensure that case record documentation, including computerized records if appropriate, identifies the applicants/recipient's ethnic origin and primary language. In those cases where the applicant/recipient is non-English speaking, the Program will:

   a. Document the individual's acceptance or refusal of forms or other written materials offered in the individual's primary language.

   b. Document the method used to provide bilingual services, e.g., assigned worker is bilingual, other bilingual employee acted as interpreter, volunteer interpreter was used, or client provided interpreter. When a minor is used as interpreter, the Program will document the circumstances requiring temporary use of a minor and will provide this information to DCA upon request.

3. Consent for the release of information will be obtained from applicants/recipients when individuals other than Program employees are used as interpreters and the case record will be so documented.

E. Staff Development and Training

1. The Program will provide staff training to new employees. The training will include, but not be limited to:

   a. Language assistance policies and procedures, resources available to support such procedures, methods of effective use of interpreters, and familiarization with the discrimination complaint process.

   b. Cultural awareness information, including specific cultural characteristics of the groups served by the Program to provide a better understanding of, and sensitivity to, the various cultural groups to ensure equal delivery of services.

2. The Title VI Compliance Officer will ensure that applicable grantees, contractors, cooperative agreement recipients and other entities receiving state or federal dollars are provided with a copy of this policy and are provided with individual training on an as needed basis.

3. The Title VI Compliance Officer will collect and maintain the following information about training provided to staff: the date(s) of such training, the content of such training, and the names and identifying information of each attendee at the training. The Title VI Compliance Officer will ensure that grantees, contractors, cooperative agreement recipients and other applicable funded entities collect and maintain such information as well.

V. Compliance Procedures, Reporting and Monitoring

A. Reporting--The Title VI Compliance Officer will complete an annual compliance report and send this report to DCA.

B. Monitoring

1. The Title VI Compliance Officer will complete a self-monitoring report on a quarterly basis, using a standardized reporting system providing by the DCA. These reports will be maintained and stored by the Title VI Compliance Officer and will be provided to the DCA upon request.

2. The Program will cooperate, when requested, with special review by the DCA.

VI. Applicant/Recipient Complaints of Discriminatory Treatment

A. Complaints

1. The Program will provide assistance to LEP individuals who do not speak or write in English if they indicate that they would like to file a complaint. A complaint will be filed in writing, contain the name and address of the person filing it or his/her designee and briefly describe the alleged violation of this policy.

2. The Program will maintain records of any complaints filed, the date of filing, actions taken and resolution.

3. The Program will notify the appropriate Program or Division within DCA of complaints filed the date of filing, actions taken and resolution. This information will be provided within 30 days of resolution.

B. Investigation

1. The DCA Compliance Office will conduct an investigation of the allegations of the complaint. The investigation will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.

2. The investigation will not exceed 30 days, absent a 15-day extension for extenuating circumstances.

C. Resolution of Matters

1. If the investigation indicates a failure to comply with the Act, the local unit of government, Program Director or his/her designee will so inform the recipient and the matter will be resolved by informal means whenever possible within 60 days.

2. If the matter cannot be resolved by informal means, then the individual will be informed of his or her right to appeal further to the Department of Justice. This notice will be provided in the primary language of the individual with Limited English Proficiency.

3. If not resolved by DCA, then complaint will be forwarded to DOJ, HUD Field Office.

SUBMITTED AND APPROVED BY:

Harold Holmes

Chairman – Board of Commissioners
Randolph County

Cheryl A. Ivey

Clerk to the Board of Commissioners
Randolph County

June 4, 2012
Date

RANDOLPH COUNTY
RESOLUTION APPROVING ADMINISTRATIVE GUIDELINES
AND POLICIES FOR FY 2012 CDBG SCATTERED SITE HOUSING PROGRAM

WHEREAS, Randolph County wishes to carry out its FY 2012 program in accordance with established state and federal administrative guidelines.

NOW, THEREFORE, Randolph County Board of Commissioners hereby collectively adopts the following guidelines, plans and policies, and resolves that they be utilized during the administration of the FY2012 CDBG Scattered Site Housing program:

1. Residential Anti-displacement and Relocation Plan
2. Procurement Policy
3. Citizen Participation Plan
4. Code of Conduct
5. Section 3 Plan
6. Equal Employment and Procurement Plan
7. Financial Design Policy

Adopted, this 4th day of SEPTEMBER, 2012.

Chairman
Randolph County

Clerk to the Board
Randolph County

(Seal)

RANDOLPH COUNTY
RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION
ASSISTANCE PLAN

Randolph County will replace all occupied and vacant occupiable low/moderate-income dwelling units demolished or converted to a use other than as low/moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.606(b)(1).

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, Randolph County will make public and submit to the North Carolina Department of Commerce, Division of Community Assistance Office, the following information in writing:

1. A description of the proposed assisted activity;

2. A general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of the assisted activity;

3. A time schedule for the commencement and completion of the demolition or conversion;

4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;

5. The source of funding and a time schedule for the provision of replacement dwelling units; and

6. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy.

The County will provide relocation assistance, as described in 24 CFR 570.606(b)(2), to each low/moderate-income household displaced by the demolition of housing or by the conversion of a low/moderate-income dwelling to another use as a direct result of assisted activities.

Consistent with the goals and objectives of activities assisted under the Act, the Randolph County will take the following steps to minimize the displacement of persons from their home:

1. No housing units will be demolished that, after inspection, has been found to be in such structural condition that it can be repaired for $38.00 per square foot up to a maximum of $40,000 per structure.

2. No housing will be converted to a use other than as low/moderate-income housing using Community Development Block Grant (CDBG) funds.

ADOPTED, this the 4th day of SEPTEMBER, 2012.

Harold Holmes
Chairman
Randolph County

Cheryl A. Ingram
Clerk to the Board
Randolph County

(Seal)

RANDOLPH

PROCUREMENT POLICY FOR THE
CDBG GRANT PROJECT

In the procurement of supplies, equipment, or services in the Randolph County CDBG program the following policies shall apply:

1. Small Purchase Procedures. These are relatively simple and informal procurement methods that are sound and appropriate for a procurement of services, supplies, equipment, or other property, costing in the aggregate not more than $25,000.00 (24 CFR 85). Under this procurement method price or rate quotations shall be obtained from an adequate number of qualified sources. Office supplies and equipment may be secured by this method and documentation maintained in the file.

2. Procurement by Sealed Bids. In competitive sealed bids (formal advertising), sealed bids shall be publicly solicited and a firm fixed price contract (lump sum or unit price) shall be awarded to the responsible bidder whose bid, conforming with all of the material terms and conditions of the invitation of bids is the lowest price.

   In order for sealed bidding to be feasible, the following conditions should be present:

   a. A complete, adequate, and realistic specification or purchase description is available;

   b. Two or more responsible bidders are willing and able to compete effectively for the business; and

   c. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

   The housing rehabilitation program, the water and/or sewer installations, and the home demolitions shall be awarded by utilizing this procedure.

3. Procurement by Competitive Proposals. In competitive negotiations, proposals shall be requested from a number of sources and the Request for Proposals shall be publicized. All aspects of the competitive negotiations shall be carried out in conformance with Federal Circular 24 CFR 85.

   In order for competitive bidding to be feasible, the following conditions apply:

   a. Requests for proposals will be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals shall be honored to the maximum extent practical;

   b. Proposals will be solicited from an adequate number of qualified sources;

   c. Grantees and subgrantees will have a method of conducting technical evaluations of the proposals received and for selecting awardees;

   d. Awards will be made to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

   e. Unsuccessful offerors shall be notified promptly.

The general administration contract, engineering contract, legal, and appraisal services related to the program implementation shall be awarded utilizing this method.

4. Noncompliance Negotiation. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate. Circumstances under which a contract may be awarded by noncompetitive negotiation are limited to the following:

   a. After solicitation from a number of sources, competition is determined inadequate;

   b. The items or services required are available only from one source;

   c. Public exigency or emergency is such that the urgency will not permit a delay beyond the time needed to employ one of the other methods noted; and

   d. If the Federal grant agency (the state agency in the State-administered CDBG program) authorizes the noncompetitive method.

On all procurements, efforts shall be made to solicit bids from qualified small business and minority business firms. The grantee will take all necessary affirmative steps to assure that minority firms, women's businesses, and labor surplus area firms are used when possible.

In all cases, procurement under this Policy must conform to the requirements for procurements set forth in Federal Circular 24 CFR 85.

An adequate record of procurements must be maintained to insure that these policies and the requirements of Federal Circular 24 CFR 85 have been followed in their entirety.

ADOPTED, this the 4th day of SEPTEMBER, 2012.

Chairman
Randolph County

Clerk to the Board
Randolph County

(Seal)

RANDOLPH COUNTY
CITIZEN PARTICIPATION PLAN

This plan describes how Randolph County will involve citizens in the planning, implementation, and assessment of the Community Development Block Grant (CDBG) program. The CDBG program provides funds to local units of government on a competitive basis. The funds must be used for projects which benefit low and moderate income persons and aids in the elimination and prevention of slums and blight. The program is intended to assist governments in understanding neighborhood improvement programs. The regulations give ultimate responsibility for the design and implementation of the program to local elected officials and also requires that citizens be given an opportunity to serve in a key advisory role to these elected officials.

SELECTION COMMITTEE

To insure that residents in Randolph County are given a full opportunity to participate in the program, a Selection Committee has been established to function in an advisory capacity to Randolph County regarding design, implementation, and assessment. Citizens and civic organizations are urged to make recommendations for appointment. Randolph County is particularly interested in obtaining representation of low and moderate income persons, members of minority groups, the elderly, and the handicapped.

SCOPE OF CITIZEN PARTICIPATION

Citizens will be involved in all stages of the CDBG program, including program implementation, assessment of performance, and design of changes in the Citizen Participation Plan. There will be three (3) general mechanisms for their involvement:

1. To serve as an Selection committee to the project;

2. To attend or hold public hearings or community meetings; and

3. To provide individual citizen efforts in the form of comments, complaints, or inquiries submitted directly to the Program Administrators or designated County official.

PROGRAM IMPLEMENTATION

Citizen participation in program implementation will occur primarily through consultation with the Selection Committee. The Selection Committee will be asked to review and comment on specific guidelines for approved projects. They will also meet to review any program amendments, budget revisions, and housing rehabilitation program modifications. All such changes will be discussed with the Selection Committee and their comments considered prior to Randolph County taking action. These meetings will be held on an as-needed basis. If program amendments require approval from the North Carolina Department of Commerce, Division of Community Assistance, a public hearing shall be held specifically on the amendment. Citizens may also be involved in implementation of projects specifically requiring citizen participation, such as self-help projects. Their roles will be defined as the project develops. Technical assistance will be available as needed.

PROGRAM ASSESSMENT

Program assessment activities by citizens will occur in a variety of ways. A performance hearing will be held thirty (30) to sixty (60) days prior to the start of planning for the next program year. The Selection Committee will be asked to provide citizen commentary for the Grantee Performance Report.

As a part of the orientation to the program offered at the public hearing, citizens will be invited to submit comments on all aspects of program performance through the program year. Comments should be submitted in writing to Brian Heilig, Randolph County Building Inspections. He will respond in writing within ten (10) days. If the response is unsatisfactory, the complainant should write directly to Brian Heilig, Randolph County Building Inspections. He shall respond within ten (10) days. If the citizen is still dissatisfied, he/she should write to North Carolina Department of Commerce, Division of Community Assistance, 4313 Mail Service

Center, Raleigh, North Carolina 27699-4313, Attention: Program Representative, requesting an investigation of the problem. Program staff will also be available during normal business hours to respond to any citizen inquiries or complaints.

The Citizen Participation Plan will be subject to annual review and proposed revision by the Selection Committee, to occur in the period between the performance hearing and the public hearing on the subsequent year's application.

TECHNICAL ASSISTANCE

Technical Assistance will be provided to citizen organizations and groups of low/moderate income persons or target area residents upon request to Randolph County. Such assistance will support citizen efforts to develop proposals, define policy, and organize for the implementation of the program. It is expected that such assistance will be provided directly to the Selection Committee in response to their request. Assistance could be provided in the form of local presentations, informational handouts, research of a specific issue, or other short-term efforts.

PUBLIC INFORMATION

Randolph County will also undertake public information efforts to promote citizen participation. These efforts will include the following:

1. Public Notice of all Public Hearings will be published in the non-legal section of the local newspaper at least ten (10) days before the scheduled hearing. These notices will indicate the date, time, location, and topics to be considered. The notices will also be made available in the form of press releases, as a public service announcement to local radio stations, and will be provided to churches within the target area for distribution.

2. Orientation Information will be provided at the first public hearing. The Program Administrator(s) will make a presentation which covers: (a) the total amount of CDBG funds available and the competitive basis for award; (b) the range of eligible activities; (c) the planning process and the schedule of meetings and hearings; (d) the role of citizens in the program; and (e) a summary of other program requirements, such as the environmental policies, fair housing provisions, and contracting procedures.

3. A Public File containing program documentation will be available for review at the County Manager's office in Randolph County during normal business hours. Included will be copies of the Application, Environmental Review Record, the Citizen Participation Plan, and the Annual Performance Report. Other program documents are also available for citizen review on request at County Manager's office in Randolph County consistent with applicable State and local laws regarding personal privacy and obligations of confidentiality.

4. Public Hearings: An interpreter will be provided for all non-English speaking individuals and/or deaf individuals.

ADOPTED, this the 4th day of SEPTEMBER, 2012.

Chairman
Randolph County

Clerk to the Board
Randolph County

(Seal)

RANDOLPH COUNTY
SECTION 3 PLAN FOR EMPLOYMENT OPPORTUNITIES
FOR BUSINESSES AND LOWER INCOME PERSONS

To insure that to the greatest extent possible contracts for work are awarded to business concerns located in or owned in substantial part by persons residing in the Section 3 covered area, as required by Section 3 of the Housing and Urban Development Act of 1968, Randolph County (County) has developed and hereby adopts the following Plan:

1. This Section 3 Plan shall apply to services and needed in connection with the grant including, but not limited to, businesses in the fields of planning, consulting, design, building construction/renovation, maintenance and repair, etc..

2. This Section 3 covered project area for the purpose of this grant program shall include Randolph County, and portions of immediately adjacent counties.

3. When in need of a service, the County will identify suppliers, contractors or subcontractors located in the Section 3 area. Resources for this identification shall include the Minority Business Directory published through the State Department of Commerce, local directories and the Small Business Administration local offices. Word of mouth recommendations shall also be used as a source.

4. The County will include this Section 3 clause in all contracts executed under this CDBG Program. Where deemed necessary, listings from any agency noted in No. 3 above shall be included as well as sources of subcontracts and suppliers.

5. The prime contractor selected for major public facility or building construction work will be required to submit a Section 3 Plan which will outline his/her work needs in connection with the project. Should a need exist to hire any additional personnel, the Randolph County Employment Security Commission shall be notified and referred to the contractor.

6. Each contractor for housing rehabilitation under the program, as applicable, for jobs having contracts in excess of $10,000 shall be required to submit a Section 3 Plan. This Plan will be maintained on file in the grant office and shall be updated from time to time or as the grant staff may deem necessary.

7. All jobs will be listed through and hiring will be done through the local office of the North Carolina Employment Security Commission; all contracts will be listed with the North Carolina Division of Purchases and Contracts; potential employees and businesses may seek development and training assistance through various state and local agencies, and we will maintain a list for individuals and business concerns inquiring.

8. Early in our project, prior to any contracting, major purchases or hiring, we will develop a listing of jobs, supplies and contracts likely to be utilized during the project. We will then advertise in our local newspaper an ad prominently located as a display ad the pertinent information regarding the project including all Section 3 required information.

ADOPTED, this the 4th day of SEPTEMBER, 2012.

Harold Holmes
Chairman
Randolph County

Cheryl A. Grant
Clerk to the Board
Randolph County

(Seal)

RANDOLPH COUNTY
EQUAL EMPLOYMENT AND PROCUREMENT PLAN

Randolph County maintains the policy of providing equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment.

In furtherance of this policy the County prohibits any retaliatory action of any kind taken by any employee of the County against any other employee or applicant for employment because that person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

The County shall strive for greater utilization of all persons by identifying previously under utilized groups in the work force, such as minorities, women, and the handicapped, and making special efforts toward their recruitment, selection, development, and upward mobility and any other term, condition, or privilege of employment.

Responsibility for implementing equal opportunities and affirmative action measures is hereby assigned to the Chairman and/or other persons designated by the Board of Commissioners to assist in the implementation of this policy statement.

The County shall develop a self-evaluation mechanism to provide for periodic examination and evaluation. Periodic reports as requested on the progress of Equal Opportunity and Affirmative Action will be presented to the Board of Commissioners by the Chairman.

The County is committed to this policy and is aware that with its implementation, the County will receive positive benefits through the greater utilization and development of all its human resources.

ADOPTED, this the 4th day of SEPTEMBER, 2012.

Chairman
Randolph County

Clerk to the Board
Randolph County

(Seal)

RANDOLPH COUNTY 2012 CDBG SCATTERED SITE
FINANCIAL DESIGN POLICY

In accordance with North Carolina policies regarding the use of Community Development Block Grant funds, the following financial policies are hereby adopted for the use of the 2012 CDBG Scattered Site Housing Program.

- Low-income property owners that also occupy the house to be rehabilitated are not required but may contribute to the cost of rehabilitation for the life of the grant.

- Programs, which propose amortized loans, should describe terms and interest rates for the loans. Terms should be selected that enable low and moderate-income owners to afford the monthly payments. Programs proposing deferred forgivable loans that become payable at the time is sold or the recipient owner no longer occupies the home must ensure that the loan recipient clearly understands the terms of this type of loan.

- As the level of CDBG assistance increases, the recapture period must lengthen according to the following table:

CDBG Assistance	Loan Period
Less than $12,000	5 years
$12.001 – $16,000	6 years
$16,001 – $20,000	7 years
$20,001 or more	8 years

After the rehabilitation, if additional non-CDBG financial assistance for rehabilitation is obtained prior to the expiration of the CDBG recapture period, the CDBG deferred loan may be subordinated to the new rehabilitation loan. No CDBG loan, regardless of the type of loan it is, may be subordinated to any other type of loan other than a first mortgage that existing prior to the rehabilitation. All CDBG loans must be secured with a promissory note and deed of trust. The deed of trust must be filed with the Register of Deeds prior to signing a contract for rehabilitation of the loan.

A Notice of the Right to Cancel and a Truth-in-Lending Statement must accompany every deed of trust and be provided to each owner at closing.

Authorized Signature

9/4/12
Date

Chairman – Randolph County Board of Commissioners
Title

Resolution to Submit a
Community Development Block Grant Scattered Site Housing Application

Randolph County, North Carolina

WHEREAS, the North Carolina Division of Community Assistance is a significant source of funding for affordable housing within Randolph County; and

WHEREAS, the North Carolina Division of Community Assistance has conditionally awarded Randolph County $225,000 in Community Development Block Grant Scattered Site Housing funds for Randolph County residents; and

WHEREAS, the C-1 portion of the project will utilize $225,000 to provide housing rehabilitation assistance to 5 low income families;

NOW, THEREFORE, BE IT RESOLVED BY THE RANDOLPH COUNTY BOARD OF COMMISSIONERS:

That the Board of Commissioners of Randolph County will substantially comply with all Federal, State and local laws, rules, regulations and ordinances pertaining to the project and to Federal and State grants pertaining thereto.

That, the Chairman of the Board of Commissioners and the County Manager, and successors so titled are hereby authorized and directed to furnish such information as the appropriate governmental agencies may request in connection with such applications for the project; to make the assurances and certifications as contained above, and to execute such other documents as may be required in connection with the construction of the project.

That this Resolution shall take effect immediately upon its adoption.

That the County will submit an application to the North Carolina Division of Community Assistance in the amount of $225,000 as funding for the Randolph County Community Development Block Grant Scattered Site Housing Program.

Adopted this the 4th day of SEPT., 2012.

Chairman
Randolph County Board of Commissioners

Cheryl A. Ingram
Clerk to the Board
Randolph County Board of Commissioners

(SEAL)

RANDOLPH COUNTY
FY12 CDBG SCATTERED SITE PROJECT
PROJECT BUDGET ORDINANCE

BE IT ORDAINED, by the Randolph County Board of Commissioners, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant ordinance is hereby adopted:

Section 1: The project authorized is the Community Development Block Grant Project described in the work statement contained in the grant agreement between this unit and the North Carolina Department of Commerce, Division of Community Assistance. This project is more familiarly known as the FY012 CDBG Scattered Site Project.

Section 2: The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents, the rules and regulations of the North Carolina Department of Commerce, Division of Community Assistance, and the budget contained herein.

Section 3: The following revenues are anticipated to be available to complete this project.

Community Development Block Grant Total:	
CDBG Funds	$225,000.00
County Funds	$0.00
Total Project Revenues	$225,000.00

Section 4: The following amounts are appropriated for the project:

	CDBG	Other	Total
Rehabilitation	$202,500.00	$0.00	$202,500.00
Planning	$3,500.00	$0.00	$3,500.00
Administration	$19,000.00	$0.00	$19,000.00
Total	**$225,000.00**	**$0.00**	**$225,000.00**

Section 5: The Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the grant agreement(s) and federal and state regulations.

Section 6: Requests for funds should be made to the grantor agency in an orderly and timely manner as funds are obligated and expenses incurred.

Section 7: The Finance Officer is directed to report quarterly on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 8: The Finance Officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this board.

Section 9: Copies of this grant project ordinance shall be made available to the Finance Officer for direction in carrying out this project.

ADOPTED, this the 4th day of September, 2012.

Chairman
Randolph County

Clerk to the Board
Randolph County

(Seal)

RANDOLPH COUNTY
RESOLUTION CONCERNING
COMMUNITY DEVELOPMENT CODE OF CONDUCT

HATCH ACT

No employee or agent of Randolph County may perform any function during work hours that is considered a political activity. This includes: soliciting votes, transporting voters, distributing campaign materials, working on or developing campaign materials, etc.

DISCRIMINATION

No person shall, on the grounds of race, creed, color, national origin, religion, sex, handicap, or age be excluded from participation in, be denied benefits or, or be subject to discrimination under any program or activity funded in whole or in part with Community Development Block Grant funds. Amendments to Title VIII of the Civil Rights Act of 1968 now include non-discrimination against families with children.

ENGAGEMENT IN PROCUREMENT

No employee, officer, or agent of Randolph County shall participate in the selection of or award of administration of a contract supported by Federal funds if a conflict of interest, real or apparent would be involved. Such a conflict would arise when:

a. The employee, officer, or agent;

b. Any member of his immediate family;

c. His or her partner; or

d. An organization which employs or is about to employ, any of the above has a financial or other interest in the firm selected for award.

The grantee's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

CONFLICT OF INTEREST

No employee, officer, or agent shall influence or attempt to influence the outcome of any case or matter in which he has a direct interest either personally or in the person of any relative by blood or marriage. Employees or agents so involved shall abstain from dealing with such matters they may provide information at the request of Randolph County but shall not attempt to influence the decisions of Randolph County.

ADOPTED, this the 4th day of September, 2012.

Harold Holman
Chairman
Randolph County

Cheryl A. Ingr
Clerk to the Board
Randolph County

(Seal)